# Video-conferencing/ online peripatetic music lessons during COVID-19 school closure

## Guidance for staff, parents and pupils

We recognise that there is a wealth of online services and systems that enable online video and audio (for example Zoom and Microsoft Teams). It is very important to consider the features you need based on the group and the objectives you have. Without experience of using live video and audio, this may not be the most appropriate approach for you or pupils. However, if you do choose to pursue this learning route you will appreciate we must insist on strict protocols being adhered to by staff and pupils to ensure a professional and appropriate learning environment is maintained.

## Key considerations:

Parents are entitled to 'opt-out' of their child being part of a video conferencing 'lesson'.

Consideration of internet security may mean some parents will not want to download the online system you/ the teacher would like to use. We will not disadvantage any pupil if they are unable to access this resource and will only consider using this method if we genuinely feel it will enhance pupil achievement.

### Technology

- Consideration should be given to internet connection speed required for everyone to participate
- Remember that online access within school will have internet filtering systems in place that are unlikely to be replicated in the home environment
- Be careful that staff, parents and pupils don't incur surprising costs, eg mobile data access charges
- Staff should be mindful to use school provided equipment and not personal devices where possible
- Parents and staff must consider the security of devices and software used for video conferencing, in particular cameras and microphones
- An adult with parental responsibility must have given permission for their child to:
  - take part in a video conference
  - download any online system or App needed for the video conference

### Location/ Environment

- If you choose to use live video and audio, please consider the location you use and what can be seen in the background. For example, would you feel comfortable teaching in your/ a pupil's bedroom? How can you ensure you are not disturbed? Do other people living in your house know that you are taking part in an online lesson and so should not enter the background where they can see/ be seen/ disturb the lesson?
- Make sure you have an appropriate backdrop and ensure you read the protocols for use carefully. Most conferencing services enable you to disable users if they are not complying with said protocol. If the location makes you uncomfortable you should state this and end the lesson, if appropriate.
- Consider using background blurring if this available on the platform being used.

### Time

- Video conferencing lessons will usually take place within the normal school day. Any variation to this will be agreed in advance between parents and teacher.

### Behaviour

- Be clear about your expectations ie – a classroom standard of behaviour and formality is expected from all participants (staff and pupils).

### Appearance

- All participants should be appropriately dressed for all online lessons, as if the lesson were taking place face to face (uniform not required, however).

### Recording

- If the service you use records the conference, make sure everyone is aware of this. It is important to know how long any recordings are kept for and how to access them. Recordings should not be made without explicit consent being obtained from all participants.
- The conference may require the sharing of personal data eg usernames to invite in. You must use school-provided email addresses as Data Protection laws still apply.
- Parents must give consent for their child to take part in online lessons which are not recorded.

### Safeguarding

- Staff and pupils should not have one on one conference calls. Adults at home may supervise directly or at arms-length.
- All online lessons must be arranged directly with the parent and never directly with the pupil.
- Personal information should not be shared. This includes personal passwords and unnecessary home contact details.
- **Any safeguarding concerns, from the child, parent or teacher, should be reported immediately to Helen Carpenter on 07891 279271, who is the senior designated safeguarding officer for Westgate Primary School.**
- There must be no editing of any of the videos or images following any lesson, or re-using or sharing of the resources in any other way than for that which they were intended.

### Zoom Safety Measures

**Recently, there have been a number of examples of *zoombombing*, where users have gatecrashed Zoom meetings and shared inappropriate content. Therefore, the following specific guidelines are now added for your further protection.**

From 5th April 2020, Zoom are forcing users to password protect their meeting room. This is an important first step. Other things to do to protect your Zoom space are:

- Use a new meeting room each time (ie. don't use the personal meeting ID)
- Don't allow attendees to join before host
- Mute attendees on joining
- Turn screen sharing off
- Set up a 'waiting room'
- Lock your meeting room after you have started
- Don't publicise your meeting's link on social media
- Don't share the screenshot of everyone, especially when it show the meeting ID
- Try to have someone whose job it is to 'manage the room' and focus just on doing that.
- Tell people what the Plan B is (ie. if you do have to abort the meeting where will the meeting move to and how can people rejoin)

Additionally,

- Avoid sharing personal information
- Turn off your video and microphone, unless it's needed.

[Please complete the online form available here to indicate your agreement to these protocols.](#)